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DEPARTMENT OF THE AIR FORCE
1130TH AEROSPACE TECHNICAL DEVELOPMENT
AND TRAINING GROUP
Edwards Air Force Base, California 93523

ATTG Reg 10-2

1 February 1974

WRITTEN COMMUNICATIONS

USAF Declass/Release Instructions On File

Exercise/Deployment Reports

This regulation establishes a standard format for documenting exercises, operational deployments and other activities of significance.

1. Policy. These provisions are applicable to all directorates and such subsections as may be required to submit reports.

2. Responsibility. Directors and section chiefs are responsible for compliance. The Director of Operations is additionally responsible for assembling inputs and producing final reports.

3. Procedures.

a. Normal report contents.

- (1) Recap (Commander)
- (2) Chronological Listing of Events (Nav Section)
- (3) Operations
 - (a) Narrative Summary
 - (b) Problems/Recommendations
- (4) Materiel
 - (a) Narrative Summary
 - (b) Problems/Recommendations
- (5) Communications
 - (a) Narrative Summary
 - (b) Problems/Recommendations
- (6) Security
 - (a) Narrative Summary
 - (b) Problems/Recommendations

OPR: Command

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(7) Life Support

- (a) Narrative Summary
- (b) Problems/Recommendations

(8) Support

- (a) Narrative Summary
- (b) Problems/Recommendations
- (c) Personnel Roster
- (d) Visitors Roster

(9) Such other data as appropriate (maps, check-lists, clippings, etc.)

b. Reports in draft form will be turned in directly to the Commander for editing and forwarding to Operations. The format depicted in para 3e will be followed in both draft and final copies.

c. Narrative summaries should be brief and to the point. Redundancy is expected, but caution must be used to avoid contradictory statements regarding other sections.

d. Identifying problems and making logical recommendations is basic to the whole issue. If no problems were encountered, so state. If desired, include "observations" which do not qualify as problems.

e. Sample format:

MATERIEL

A. NARRATIVE SUMMARY

1. Loading was accomplished without problem despite last minute changes. . . .etc. . . .etc

2. The article was launched at 0230L from the pad on the approach to runway 24.

a. Heavy rain complicated the launch. etcetc. . . .

b. A back-up starting unit was needed and enabled an on time launch. etcetc

3. Upon arrival no AGE was available for four hours and etc . . .etc.

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